

Job Posting Title

CI-Forensics Analysis Officer

Effective Date

04/03/2012

Reference Code

E-90154156

Additional Information

\$92,000 to \$134,000

Job Title

CI-Forensics Analysis Officer (1)

Company

Amtrak

Department

Office of Inspector General

Project

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

****PLEASE NOTE: ****

Amtrak OIG is not a Federal agency. Our employment opportunities are not federal jobs.

Tasks

The Criminal Investigator-Computer Forensics Analyst independently plans, coordinates, directs, and conducts investigations into criminal and noncriminal cases with an emphasis on highly complex computer forensic investigations.

- Responsibility for computer forensics, the recovery and investigation of digital media/evidence for use in the investigation of fraud, waste and abuse, data mining, and digital fraud detection

- Conducts investigative interviews and record searches; obtains sworn statements and documents from witnesses, informants, suspects, fellow law enforcement officers from local, state and federal levels, custodians of records, and public and private persons at all levels
- Undertakes acquisition, retrieval, and analysis of digital data and uses various analytical tools and techniques; Ensures that the evidence is obtained and maintained in accordance with CIGIE and meets the investigative standards necessary for admission and use in any legal proceedings
- Analyzes computer forensic investigative findings and prepares complete investigative reports; Makes determinations regarding the documents required when requesting Inspector General and/or Grand Jury subpoenas and makes tactical plans for serving such subpoenas
- Works closely with the US Attorney throughout the investigation and its disposition, assisting in preparing testimony and presentations for the Grand Jury or other judicial/administrative forums

Requirements

EDUCATION:

- Bachelor's degree in Business Administration, Criminal Justice or other related field, or equivalent combination of education, training, and work experience

PREFERRED EDUCATION:

- Master's degree
- Certification in computer/digital forensics

WORK EXPERIENCE:

- 10 years of relevant experience, including computer forensics
- Satisfactorily completed the Basic and Advanced Criminal Investigator Course at the Federal Law Enforcement Training Center in Glynco, Georgia or an equivalent criminal investigative course
- Successfully completed firearms training and maintained qualifications to carry and use firearms
- Knowledge of federal criminal and civil law, practice, and procedure
- Extensive experience and knowledge of criminal investigative techniques (e.g. handling confidential informants, undercover assignments, physical and electronic surveillance, etc.) sufficient to manage the work of subordinate agents and supervisors
- Analytical, problem solving, and project management skills
- Experience with automated case management systems

PREFERRED WORK EXPERIENCE:

- Demonstrated expertise using automated investigation data management systems and electronic investigation analysis, fraud detection and data mining tools such as Audit Command Language (ACL).
- Demonstrated expertise with digital electronic evidence and data recovery from computers, external media, computer network systems and devices, communications systems and other information technology systems.
- Broad knowledge of the laws, practices, and procedures of federal Inspector General offices
- Familiarity with passenger rail operations and/or transportation operations

COMMUNICATION AND INTERPERSONAL SKILLS:

- Excellent written and verbal communication skills
- Ability to cooperate across organizational boundaries to reach mutual goals
- Creativity, flexibility and ability to work in a fast paced environment with constantly changing priorities

PLEASE NOTE:

Pre-employment physicals and a drug screen are required, as well as successfully passing a background investigation.

TRAVEL:

Yes

RELOCATION:

Yes

Contract Type

Regular

Location

10 G

City

Washington